

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF June 16, 2022

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, June 16, 2022.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:07am. Also present were Jacqueline Elsas, Michelle Glennon, Georganne White, Judith Bensimon, Branch Librarian Michelle Athanas, Assistant Director Nancy Morcerf, and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve the agenda, seconded by Mrs. Glennon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Glennon moved to approve minutes of the Regular Board meeting of April 19, 2022, as amended, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$275,814.45, page 4286, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$174,506.24, page 4287, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$125,169.28, page 4288, seconded by Mrs. Glennon and unanimously carried.

B. Payroll Register

Mrs. Glennon moved to approve payroll of \$185,004.81, page 2330, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$180,774.81, page 2331, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR' REPORT**Administration**

Reminded Department Heads about two safety binders, the Emergency Fire Exit Plan and the Disaster plan. The contact information was recently updated in the Disaster Plan. Departments were asked to contact Nancy and/or Michelle A. to request a building exit tour for new staff or for any existing staff who would like a refresher.

Departmental staff meetings should continue to focus on planning programs and services, fostering partnerships and outreach opportunities, and developing teamwork with intra-department and inter-departmental colleagues.

Michelle A. will be leading our *Sustainable Libraries Initiative* to enable our library, and ultimately our community, to become more environmentally sound, socially equitable and economically feasible.

Adult and Teen Services

Demand for at-home COVID test kits continues. Local governmental representatives and agencies have sent additional supplies of test kits to the library for distribution.

Big Green Boxes are now available in each building to enable patrons to recycle used batteries. Once a box is filled, it is mailed to a facility where the batteries can be recycled and disposed of properly.

All About Cloud Storage provided 42 patrons cloud storage options for digital files and photos. They reviewed popular cloud services including Apple iCloud, Google Drive, Google Photos, Microsoft OneDrive, and Dropbox.

Forty patrons joined *Cinema Arts Center* co-director Dylan Skolnick to view and discuss *Belfast*. This semi-autobiographical film chronicles the life of a working class family and the young son's childhood during the turmoil of the late 1960s in the Northern Ireland capital.

Children and Family Services

The Children's service desks have become fish tanks. On the library's website, check out the new Summer Reading Club promotional video of undersea adventures in the library.

Kindergarten and 1st grade students from Pulaski Road Elementary School toured the library and enjoyed storytimes during their very first school field trip.

Scholl outreach visits resumed providing staff an opportunity to promote the Summer Reading Club and set the challenge to be the school with the largest percentage of student enrollment participating.

Community Services

The Silver Star and Military coupon booklets are being updated. A new addition is a coupon for an oval NENPL "destination magnet."

After decades of watching from home, professional storyteller Terry Wolfisch Cole finally had a chance to compete on her favorite game show, only to learn that she was to face superchamp Amy Schneider! Terry shared her experiences from audition to game day, and what she learned from appearing on the show with 58 patrons in attendance.

Customer Service and Materials Management

Recent school visits resulted in the processing of 52 new library cards.

Staff have created a virtual round-trip walk to Montauk to encourage everyone to stay healthy through exercise. Friendly competition has really inspired staff to step up to this challenge.

Network and Systems

A new batch visitor pass printing module was installed into Pharos. This software will help to simplify guest computer access and print management.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve "C. Resignations" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "E. Other" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve "B. New Employees" in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "C. Resignations" in the personnel report addendum, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve "E. Other" in the personnel report addendum, seconded by Ms. White and unanimously carried.

X. REVISION OF BY-LAWS

Matter tabled to next meeting

XI. REVISION OF OPEN MEETING POLICY

Ms. White moved to approve revisions of Open Meeting Policy,(see attachd) seconded by Mrs. Bensimon and unanimously carried

XII. REVISION OF POLICY ON PERIOD FOR PUBLIC EXPRESSION AT LIBRARY BOARD OF TRUSTEES MEETINGS

Mrs. Bensimon moved to approve revision of policy on Period for Public Expression at Library Board of Trustees Meetings,(see attached)seconded by Mrs. Elsas and unanimously carried

XIII. OTHER BUSINESS

Branch Librarian Michelle Athanas spoke to the Board of her role in leading our Sustainable Libraries Initiative to enable our library, and ultimately our community, to become more environmentally sound, socially equitable and economically feasible.

Mrs. Elsas moved to go to Executive session at 12:05pm, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to return to regular meeting at 12:25pm, seconded by Ms. White and unanimously carried.

XIV. FUTURE MEETINGS

| | | |
|-------------------------|---------|--------------------------|
| Thursday, July 21, 2022 | 9:30 am | Reorganizational Meeting |
| Thursday, July 21, 2022 | 10:00am | Regular Board Meeting |

XV. ADJOURNMENT

Ms. White moved to adjourn the meeting ay 12:35pm, seconded by Mrs. Bensimon and unanimously carried

Respectfully Submitted



Judith Bensimon
Secretary



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, June 16, 2022, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meetings (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of By-Laws (Motion required)
- XI. Revision of Open Meetings Policy (Motion required)
- XII. Revision of Policy on Period for Public Expression at Library Board of Trustees Meetings (Motion required)
- XIII. Other Business
- XIV. Dates of next library board meetings:
Thursday, July 21, 2022, 9:30 AM – Reorganizational Meeting
10:30 AM – Regular Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
JUNE 16, 2022**

ACCOUNTS PAYABLE

| | | |
|-----------------|--------------|--|
| 4286 5/25/22 | \$275,814.45 | Two Hundred Seventy Five Thousand Eight Hundred and Fourteen Dollars & Forty Five Cents |
| 4287 6/8/22 | \$174,506.24 | One Hundred & Seventy Four Thousand Five Hundred and Six Dollars & Twenty Four Cents |
| 4288 6/16/22 | \$125,169.28 | One Hundred and Twenty Five Thousand One Hundred and Sixty Nine Dollars & Twenty Eight Cents |

PAYROLL REGISTER

| | | |
|-----------------|--------------|---|
| 2330 5/27/22 | \$185,004.81 | One Hundred and Eighty Five Thousand Four Dollars & Eighty One Cents |
| 2331 6/10/22 | \$180,774.81 | One Hundred and Eighty Thousand Seven Hundred and Seventy Four Dollars & Eighty One Cents |

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
June 16, 2022

A. Salary Increase

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

B. New Employees

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|---------------|-------------------|----------|------------|
| Ronald DeRosa | Guard/\$20.00 hr. | Security | 07/01/2022 |
|---------------|-------------------|----------|------------|

C. Resignations

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|-----------------|------------------------|-------------------|------------|
| Loriana Donovan | PT Librarian I Trainee | Adult & Teen Svcs | 06/25/2022 |
|-----------------|------------------------|-------------------|------------|

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

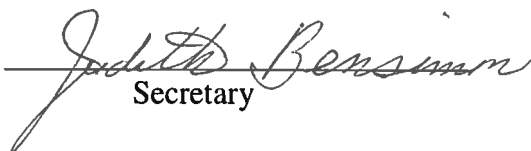
E. Other

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

Request for Leave of Absence

| | | | |
|-----------------|-------------------------|--------------------|-------------------|
| Barbara Minogue | Café Worker/\$15.50 hr. | Community Services | 07/15/22-07/24/22 |
|-----------------|-------------------------|--------------------|-------------------|

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT

Approval of the Following Personnel Matters
June 16, 2022

A. Salary Increase

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

B. New Employees

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|--------------|------------------|------------------------|------------|
| Marissa Kang | Page/\$15.00 hr. | Children & Family Svcs | 06/27/2022 |
|--------------|------------------|------------------------|------------|

C. Resignations

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|-------------|-------------------------|------------------------|------------|
| Brian Ruder | Café Worker/\$15.50 hr. | Community Services | 05/25/2022 |
| Zarrah Razi | Page/\$15.00 hr. | Children & Family Svcs | 06/30/2022 |

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

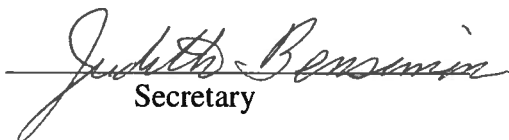
E. Other

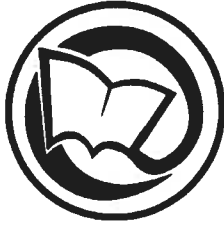
| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

Request for Leave of Absence

| | | | |
|------------------|------------------|-------------------|----------------|
| Francesca DeRosa | Page/\$15.00 hr. | Adult & Teen Svcs | 8/8/22-8/25/22 |
|------------------|------------------|-------------------|----------------|

Report approved by Board of Trustees


Secretary



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OPEN MEETINGS POLICY

1. Purpose and Scope:

The Northport-East Northport Public Library Board of Trustees is committed to abiding by the relevant requirements of the Open Meetings Law (codified in the Public Officers Law), concerning the conduct of its public meetings. As such, all regular and special Board meetings, excluding any executive session thereof, are open to the public so as to allow the public to remain fully aware of, observe, attend, listen, and, when appropriate, participate in the deliberation and decisions of the Library Board.

2. Public Notice:

Public notice of Board meetings shall be provided in a manner consistent with Open Meetings Law § 104.

3. Availability of Meeting Materials Prior to Meeting

Library documents, including proposed resolutions, that are scheduled to be the subject of discussion at a public Board meeting shall be available upon request, and posted on the Library website, to the extent practicable, at least 24 hours prior to the subject Board meeting. Physical copies are also available for a fee.

4. Meeting Minutes

Consistent with Open Meetings Law § 106, minutes shall be taken at all public meetings of the Library Board of Trustees, consisting of a record or summary of all motions, proposals, resolutions, or any other matter formally voted upon and the vote thereon.

When allowed by law, formal actions taken in executive session shall be memorialized in meeting minutes; however, such minutes are not required to be made public or available pursuant to FOIL.

Meeting minutes — other than those concerning executive session — shall be available to the public within two (2) weeks of the meeting date, and shall be posted on the Library's website.

5. Recording and Broadcasting Public Portions of Meetings

The public portion of any meeting of a Board of Trustees may be photographed, recorded and broadcast in accordance with the following rules. There is no privacy interest in statements made during public portions of meetings of public bodies. Operation of equipment to photograph, record or broadcast may not be obtrusive, disruptive, or interfere with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.

6. Severability:

If any provision of this Policy is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this Policy, or the application thereof to other persons and circumstances.



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POLICY ON PERIOD FOR PUBLIC EXPRESSION AT LIBRARY BOARD OF TRUSTEES MEETINGS

Board meetings are for the conducting of library business and as required by the Open Meetings Law are open for observation by the public. They are not public hearings about library affairs. Under the Open Meetings Law a provision for public participation is not required, though the Board sets aside a period for public expression in the agenda. In the interests of time and the effective conduct of business, individual public comment may be limited so that all members of the public attending a board meeting will have an equal opportunity to speak. Under no circumstances shall an individual's opportunity for public expression exceed five minutes in length, unless by prior arrangement. Board members are not required to respond to questions or statements made during the public expression portion of the meeting.